

Article - State Government

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§10–616.

(a) In accordance with the record retention and disposal schedules, a public official shall offer to the Archives any public record of the official that no longer is needed, such as:

- (1) an original paper;
- (2) a book;
- (3) a file;
- (4) a record of a court of record for which an accurate transcript is in use;
- (5) a record that relates to the internal management of or otherwise is a housekeeping record for an office of a clerk of court or register of wills; or
- (6) any other written or recorded materials regardless of their physical form or characteristics.

(b) Records accepted for transfer to the Archives shall be accompanied by a records inventory.

(c) (1) With the written approval of the State Archivist, a public official may destroy the record that the public official offers under this section, but the Archives declines to accept.

(2) After records are destroyed, the public official shall send to the Archives:

- (i) a list of the records that were destroyed; and
 - (ii) a certificate of destruction.
- (3) (i) The State Archivist shall keep each list of the records destroyed under this subsection.
- (ii) The list shall be available for public inspection at reasonable times.

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